

INSTRUCTIONS FOR OBTAINING A MARRIAGE RECORD

The Division of Vital Records can issue copies of marriage records only for marriages that occurred in North Dakota. We have records on file starting with **July 1, 1925**, to the present. The county recorder for the county in which the license was issued has records prior to July 1, 1925. If you do not know the county in which the license was issued, and the marriage occurred July 1, 1925, or later, you may contact this office for assistance.

The fee for one certified copy of a marriage record in the *state* Vital Records office is \$5; additional copies of the same record issued at the same time are \$2 each. The fee for a certified copy at the *county* level is \$10; additional copies of the same record issued at the same time are \$5 each.

Once received in our office, copies are usually mailed in 5 to 7 business days (**this does not include mailing time**). Copies to be sent by Federal Express or UPS are processed the same day, provided the request is in our office by 10:00 a.m. Central Time.

Certified copies **CANNOT** be faxed. The certified copies will be sent by first class mail unless you specify and include the funds for special shipping through **Federal Express** for an **additional \$16.00** (add \$6 for delivery to Alaska or Hawaii) or **UPS** for an **additional \$16**.

This form may be completed and mailed with fees to:

Vital Records
600 East Boulevard Ave. Dept. 301
Bismarck, ND 58505-0200

If you prefer, you may complete this form and fax it with your **Visa, Master Card, or Discover** credit card number and expiration date to (701) 328-1850.

Our web page is at: vitalnd.com

Our email address is: vitalrec@state.nd.us



REQUEST FOR MARRIAGE CERTIFICATE
NORTH DAKOTA DEPARTMENT OF HEALTH
(08/01/04)

****PLEASE PRINT****

INFORMATION REQUIRED TO LOCATE AND IDENTIFY THE RECORD REQUESTED

Full Name of Groom	Full Maiden Name of Bride
Date of Marriage	County Where License Issued
City Where Married	County Where Married
For What Purpose is Copy Needed?	
Your Relationship to Groom/Bride	Number of Copies

REQUESTER

Signature of Requester	
Printed Name	
Address	
City, State & Zip Code	Daytime Phone Number (Required)

MAILING INFORMATION IF COPY TO BE SENT ELSEWHERE

Name	
Address	
City, State & Zip Code	Daytime Phone Number (Required)

SHIPPING INSTRUCTIONS

First Class <input type="checkbox"/>	FedEx or UPS account numbers are NOT ACCEPTED
FedEx (\$16; add \$6 for AK or HI) <input type="checkbox"/>	
UPS (\$16) <input type="checkbox"/>	
Waive signature for FedEx or UPS Delivery <input type="checkbox"/>	

CREDIT CARD INFORMATION

Card Type	Card Number	Fees for copies: \$5 for one copy; \$2 for each additional copy of the same record ordered at the same time.
VISA <input type="checkbox"/>		
MASTER CARD <input type="checkbox"/>		
DISCOVER <input type="checkbox"/>	Expiration Date	

If you are mailing your request, please send it to: Division of Vital Records, 600 E. Boulevard Ave., Dept. 301 Bismarck, ND 58505-0200. If you are faxing your request, please dial (701) 328-1850.